

Lyman-Dayton Fire Commission (FC)
Minutes of Meeting – October 27, 2011

Meeting held at Dayton Town Hall was called to order at 6:30 pm.

Present – Fire Commissioners: Jim Roberts, Ray Demers, Chris L’Heureux, Wendell Smith, Normand Melancon, Don Hernon; Goodwin’s Mills Fire Rescue (GMFR) representative President Normand Bilodeau; Lyman Selectmen Leo Ruel (part time), Norm Hutchins, Steve Marble; Dayton Selectmen Ted Poirer, Mike Polakewich, Scott Littlefield; Lyman Treasurer Carol Sanborn.

Handouts-

1. Draft Minutes of 10-13-11 FC meeting

Minutes - FC members voted to approve minutes of October 13, 2011 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

Municipal Fire Department Documents – Fire Commission Chairman **Jim Roberts** sent out revised versions of the following documents on 10-24-11 for review:

- Personnel Policy 10-14-11 Final.pdf
- GMFR Transfer Agreement 10-16 -11 Rev CLEAN.pdf
- Amendment to Interlocal Agreement JBGH 8-29-11 Rev 10-19-11 Rev.pdf

The Lyman and Dayton Selectmen met together before the FC meeting to review these documents. At the FC meeting, the following action was announced/taken:

- Personnel Policy – accepted by Lyman and Dayton Selectmen
- GMFR Transfer Agreement - accepted by Lyman and Dayton Selectmen; no changes made at FC meeting. GMFR members will vote on 11-2-11 to accept/reject this Agreement. If GMFR accepts this agreement, it was noted that GMFR will have to provide additional information before the document can be signed by Lyman and Dayton Selectmen, and GMFR Corporation Officers (Attachment 1 to Exhibit B, Property Description; any changes to Exhibit D , GMFR Personal Property List; additional information for Exhibit E, Other Assets Description; Exhibit G, GMFR Obligations, Creditors, Liabilities and Litigation)
- Amendment to Interlocal Agreement – Changes as follows:
 - Page 1, add “First” to Title
 - Page 3, item 4. add “benefits and years of service”
 - Page 3, item 5, remove probation requirement for the two current full time GMFR employees.

Fire Commissioner **Jim Roberts** will take action to have any necessary legal reviews conducted on these documents.

Transfer of Accounting Functions from GMFR to Town of Lyman – GMFR will provide data to Lyman Treasurer **Carol Sanborn** who will develop employment applications and forms W-4 and I-9 to facilitate transfer of GMFR members to Town of Lyman employees.

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Rescue Billing – Fire Commissioner **Norman Melancon** asked why the billing for Rescue services to be provided by the Municipal Fire Department is to be done by a third party agency, at a cost of approximately 10 percent of the billing amount. It was explained that this subject had been previously discussed, and that the current GMFR policy of using a third party billing agency would be continued, subject to review in the future.

Municipal Fire Chief Interviews – The FC previously decided to proceed with interviews of the Municipal Fire Chief Candidates who passed the FC Physical Agility Test (PAT), after the legal agreement between the GMFR Corporation and the Towns of Lyman and Dayton is signed, and the Municipal Fire Department Personnel Policies are approved. One Municipal Fire Chief Candidate has withdrawn from consideration, leaving four Candidates who passed the PAT eligible for FC interviews.

Based on progress discussed above to finalize the Municipal Fire Department documents, the FC agreed to tentatively schedule the interviews of the four Municipal Fire Chief Candidates for Friday, November 18, 2011. Ninety minutes will be allotted for each interview, with the order of the interviews to be randomly chosen. FC Secretary **Don Hernon** will determine the order of interviews, and send an email to each of the four candidates, asking if he is available for the interview.

Fire Commissioner **Ray Demers** will contact retired Sanford Fire Chief **Ray Parent** to see if he is available to participate in the interviews as a non-voting member, to provide additional fire service expertise.

Municipal Fire Chief Applications – Fire Commissioner **Jim Roberts** has custody of the Fire Chief Candidate applications in a locked cabinet in the Dayton Town Hall.

Insurance Quotes –As noted in the 10-13-27 FC meeting, information is needed from GMFR to update the replacement cost of Fire Department vehicles marked as “Y” on the Vehicle Listing and to verify that all mobile equipment is listed on the Mobile Equipment listing.

GMFR Regulations – The FC did not discuss the GMFR Regulations for initial use by a Municipal Fire Department.

Next Meeting –The FC will meet on Thursday, November 3, 2011, 6:30 pm at the Dayton Town Hall, subject to GMFR members ‘approval of the Transfer Agreement.

Adjourned - Meeting adjourned at 7:36 pm.